

FALL 2006 SHBP OPEN ENROLLMENT MILESTONE CHART for State Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
September 8	Heads Up paycheck message to employees paid through the State Centralized Payroll Unit announcing Open Enrollment to start October 1, 2006.
Late-September	<i>SHBP Health Capsule</i> newsletter shipped to State universities, colleges, authorities and commissions.
September 22	Second Open Enrollment paycheck message to employees paid through State Centralized Payroll. <u>2006 Health and Dental Rate Charts and Health Capsule</u> newsletter distributed with payroll. State universities, colleges, authorities and commissions should <u>distribute the 2006 Health and Dental Rate Charts and Health Capsule newsletter</u> to their employees.
October 1	<u>Open Enrollment Begins.</u>
October 6	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll.
October 20	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll.
October 31	<u>Open Enrollment Ends.</u>
November 6	<u>Employer certified applications due at the Health Benefits Bureau.</u>
December 9	<u>Begin required deductions for employees paid through Centralized Payroll (start of pay period #26 – check date December 29).</u>
January 1, 2007	Open Enrollment changes effective for State employees at State universities, colleges, authorities and commissions.
January 6, 2007	Open Enrollment changes effective for State employees paid through State Centralized Payroll.